Your Name

Your Address, Line 1 ***single spaced***

Your Address, Line 2

***Skip two lines***

Date (Completely written out! – April 20, 2011)

***Skip two lines***

Job/College Name

ATTN: Person of contact’s name

Their address, line 1 ***single spaced***

Their address, line 2

***Skip two lines***

Dear person of contact’s name,

***Skip two lines***

Para #1: Introduce yourself and what the purpose of this letter is. ***Block style -***

***no indenting.***

Para #2: Detail your experience and why you are qualified for this job or college. ***Single spaced-***

***only skip lines***

Para #3: Detail how the employer or college can contact you. ***between paras.***

***Skip two lines***

Salutation,

*Signature (after printing, sign it)* ***Skip four lines***

Type your name

***Skip two lines***

Enclosure: Resume